

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Finance Manager
FLSA Status: Exempt
Salary Grade: 720

Department: Finance
Reports to: Finance Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The Finance Manager plans, directs, and manages the day to day activities of the Accounting Section to include general accounting, accounts payable, accounts receivable, payroll, debt service, and other systems as assigned; prepares the comprehensive annual financial report; supervises and evaluates the performance of assigned staff; and may serve as Acting Finance Director in the absence of the Director.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Organizes, coordinates, and directs the operations and activities of accounting functions such as payroll, accounts payable, accounts receivable, cash receipts and general ledger. Monitors daily work activities to assure the timely and accurate completion of functional responsibilities.
- Audits accounts payable and certifies vouchers for payment.
- Prepares the City's Comprehensive Annual Financial Report and other annual financial reports.
- Coordinates the annual audit including serving as the primary contact, performing research, answering questions and providing assistance.
- Prepares adjusting entries to various ledgers to reflect accurate accounting and distribution of income and expenses to appropriate accounts; analyzes financial data for discrepancies and errors and makes corrections through journal entries.
- Directs and executes month-end closing including but not limited to preparation and reconciliation of property tax, real estate excise tax, surface water management fees and court revenue and expenditures.
- Tracks and reconciles fixed assets.
- Audits cash management activities, subsidiary journals, registers and other original entries for accuracy and propriety.
- Performs month-end cash receipt audit and posting.
- Performs special projects as directed; researches and completes projects within specified timelines.
- Reconciles bank statements and cash.
- Oversees the management of LID and other accounts receivable transactions.
- Audits payroll. Serves as backup to payroll.
- Prepares annual schedule of grant activity and ensures proper reimbursements.
- Adds or makes changes to existing account structure including new classifications, account title changes, summary account changes, etc.
- Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, counsels and disciplines employees according to city policies and procedures. Responsible for staff development.
- Participates in Department-wide long range, strategic planning activities.

- Performs a variety of professional-level accounting functions in support of the Finance Division; serve as a technical resource to other City staff on a variety of accounting matters.
- Develops and recommends internal controls and accounting policies and procedures to ensure compliance with laws, codes and regulations governing municipal accounting.
- Assists in the preparation of the operating budget, capital improvement program budget, and mid-biennial budget amendment.
- Maintains debt schedules.
- Performs other duties as assigned.

Secondary Functions

- May perform job functions in the absence of regular appointed personnel.
- May serve as acting Department Director in absence of the Director.
- May serve on and participates in various employee committees.

Job Scope

Position is subject to recurring work situations with occasional variations from the norm. It involves a high degree of complexity. Incumbent operates from established and well known procedures independently with minimal supervision.

Supervisory Responsibility

Supervises and evaluates the activities of the Accounting Technician, Accounting Assistant, and any other assigned staff.

Interpersonal Contacts

Contacts are usually made with others within the organization. Contacts contain some discussion about confidential/sensitive matters.

Specific Job Skills

Knowledge of

- City government organization, functions, policies, and rules and regulations.
- Generally Accepted Accounting Principles (GAAP), Government Accounting, Accounting and Financial Reporting (GAAFR), and State of Washington Budgeting, Accounting and Reporting System (BARS) (Advanced knowledge required).
- State and federal tax regulations.
- Preparation of financial statements and comprehensive accounting reports.
- Analysis of complex financial statements and reports.
- Proficient computer skills including but not limited to Microsoft Office products and financial operating software systems and databases.
- Principles and practices of supervision, leadership, and training.

Ability to

- Effectively plan, organize, assign, and supervise work of assigned personnel.
- Accurately interpret and apply federal, state and local policies, laws and regulations.
- Accurately analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Accurately analyze, evaluate, and summarize complex and technical financial and management records for accuracy and conformance to procedures, rules and regulations.
- Identify segregation of accounting duties and functions.
- Maintain accurate financial records in accordance with applicable laws and regulations.
- Research system errors or omissions and coordinate corrective action.

- Demonstrate strong attention to detail.
- Maintain effective work relationships with others.
- Communicate clearly verbally and in writing.
- Exercise individual initiative.
- Exercise discretion in confidential matters.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work independently from general instructions and broad work expectations.
- Manage multiple projects simultaneously.
- Work efficiently in a fast-paced work environment subject to frequent interruptions.
- Meet deadlines.
- Recognize occupational hazards and utilize standard safety procedures.

Mental Activities

Position requires continuous ability to perform basic math, to write, understand, read, and speak English; frequent decision making, independent judgment and/or action, and advanced math skills; and occasional teamwork, customer service, interpersonal skills, mentoring, training/supervising, creativity, problem analysis, and use of discretion.

Physical Activities

Position requires continuous sitting, talking, hearing, fingering, handling and repetitive motions of hands and wrists; and rare standing, walking, reaching, stooping and bending. The position also requires the ability to push, pull, lift and carry ten pounds.

Education and/or Experience

Bachelors degree with a major in Business Administration, Accounting, or related field AND a minimum of five years increasingly responsible accounting experience including a minimum of two years supervisory experience or an equivalent combination of related education and experience.

Special Requirements

- Successful completion of pre-employment background check, including credit check.
- Certified Public Accountant License desirable.

Job Conditions

Work is performed primarily in an office setting. Noise level is moderate.

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